



# PROUD SUPPORTER VETERAN HIRING FAIR & OPEN HOUSE

June 26-28, 2012 ■ Detroit's COBO Center  
One Washington Boulevard, Detroit, MI 48226

Congratulations on choosing to become a Proud Supporter of the Veteran Hiring Fair in Detroit, MI. On behalf of the Veteran Employment Services Office (VESO), we thank you for your commitment to talented, job-seeking Veterans by participating as a Hiring Fair employer. With each Veteran Hiring Fair, VESO aims to exceed the expectations that most Veterans have of hiring fairs. By offering career preparation workshops such as interviewing, resume building and dressing for success, combined with one-on-one career coaching sessions, Veterans have the opportunity to put their best foot forward in front of employers such as your organization.

## Steps for Event Success

- Register your organization and hiring managers and staff that will attend
- Post open positions on your organizations' website
- Distribute the event flyer to your Veteran community
- Review Veteran applicants and schedule interviews prior to the event
- Submit confirmed Veteran interview schedule to VESO by June 15

## Key Dates for Employers

<b>June 1</b>	Employer registration closes Deadline to submit private interview room requirements to VESO
<b>June 15</b>	Deadline to submit interview schedule to VESO
<b>June 19</b>	Employer staff and hiring manager registration closes
<b>June 22</b>	Last day materials shipments are accepted at COBO center
<b>June 26</b>	Employer exhibit set-up complete by 9:30 am
<b>June 26-28</b>	Daily reports of event activity submitted to VESO

## POINTS OF CONTACT

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Help us spread the word about the Veteran Hiring Fair by posting a "Proud Supporter" badge on your website with a link to <http://VAforVets.VA.gov/veterans/aboutva/hiringevents/Pages/Logos.aspx>

